

JOB DESCRIPTION

Job Title:	Assistant Director of Finance (Financial Accounting and Compliance)	Grade:	SG10
Department:	Finance Directorate	Date of Job Evaluation:	May 2019
Role reports to:	Director of Finance		
Direct Reports	Financial Accountant Payroll & Pensions Manager Accounts Payable Manager Finance Manager (Students' Loan Company)		
Indirect Reports:	Student Finance Manager (Student and Academic Services)		
Other Key contacts:	VCG Members, Pro-Vice Chancellors, Faculty Operating Officers, Directors of Professional Services		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE: The overall purpose of this role is to provide senior leadership in the Finance Directorate essential in managing the financial outcomes of the University.

KEY ACCOUNTABILITIES:

Leadership and Management

- Deputising for Director of Finance in his\her absence
- Representing the Finance Directorate on Committees' and working\project groups as required
- Leadership; management and development of staff; staff appraisals, staff development plans; staff training; performance management
- Risk management and control: identification of all relevant risks and mitigation measures; risk register; documenting and testing of major controls; continuous review; overall responsibility for preparation of financial regulations and procedures; schedule of associate undertakings.
- Financial policies: money laundering; treasury management; fees; debt management; fraud response; others; periodic reviews of policies; drafting new policies as required
- Statutory Accounts: legal and regulatory framework, implementing changes in reporting standards; preparation of statutory accounts for the University and its

subsidiaries including all relevant narrative (to required deadline); liaising with external auditors on planning and audit completion; HESA Finance Return

- Compliance: statutory and other compliance requirements; bond compliance requirements; HMRC and Other audits; VAT, Corporation and Other taxation; providing taxation advice; freedom of information requests; other statutory and compliance returns
- Treasury management; policy and procedures; investment of excess funds; counter-party management; investment reports for Finance Committee
- Internal Audit: liaising with internal auditors; framing management responses; implementing recommendations; follow-up. Value for money reviews as required
- Programme fees and bursaries (students); policy development; fee setting; bursary and scholarship arrangements; Access and Participation Plan including monitoring returns. Management of Student Loan Company arrangements; management reporting. Key contract point for Student and Academic Services Finance Manager
- Integrity of financial records: framework for accuracy and completeness of financial records; chart of accounts. Oversight of day to day financial accounting ensuring framework for ensuring accuracy and completeness of financial records; accts payable; accounts receivable; staff expenses; credit control; assets and inventories; charitable endowments; Consultancy contracts
- Credit Control: managing credit control function; overdue debt management; debt recovery agency arrangements re ex-students; management reports; debt write off
- Payroll and Pensions: University pay and pensions policies, HMRC, and other compliance. Staff severance arrangements
- Partner Colleges: oversight of arrangements; financial memorandum; payments to colleges; advice to colleges.
- International Collaborations; financial memorandum; due diligence; oversight of invoicing arrangements; debt monitoring; bribery and money laundering risk
- Reports for University Committees and other requirements
- Other duties in line with the seniority of the role

Other Requirements

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

KEY PERFORMANCE INDICATORS:

- Comprehensive and current financial policies, regulations and procedures.
- Finance Directorate risk register.
- Statutory financial statements for University and its subsidiaries produced to the required quality and within the required timeframe.
- Compliance with HEFCE, Bond, HMRC, statutory and other requirements.

KEY RELATIONSHIPS (Internal & External):

- BUFDG
- Internal Auditors
- External Auditors
- Bank relationship staff
- Ambac

PERSON SPECIFICATION
Essential
Experience

- Substantial HE finance experience at a senior management level.
- Substantial post-qualification membership of a recognised UK Accounting Body

Skills

- Knowledge of UK HE landscape.
- Knowledge of HE Finance at both strategic and operational levels.
- Highly developed written and oral communication skills.
- Influencing skills required for liaison and networking.
- Efficient and organised approach.

Qualifications

- Honours degree.
- Membership of recognised UK accounting body.

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity
- A strong sense of personal ambition and drive and a positive attitude to delivering excellent service delivery for the academic enterprise and the student experience as well as the corporate professional services
- A commitment to demonstrating personal accountability and corporate responsibility

Current Organisational Chart June 2019

